



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Multi-Modal Operations

Sub-Section:

TITLE: Airport Plans

CUTOFF: When superseded or obsolete

DESCRIPTION: Aviation as-built airport plans used for administration and planning. Includes, but is not limited to airport safety and construction inspections and inspection photographs by MoDOT personnel.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23709

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Grant Funded Transit Vehicles, Equipment and Facilities

CUTOFF: Asset disposal or demolition of building

DESCRIPTION: Grant recipient records documenting cooperative agreements and sub-awards between MoDOT and local governments. These grants support the funding and purchase of transit vehicles, equipment and facilities. Cutoff and retention of records is based on 49 CFR Part 18.42 and 49 U.S.C. 5325(g).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23727

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Rail Program and Operations Records

CUTOFF: End of state fiscal year

DESCRIPTION: Includes railroad reports and logs, complaints, universal inspection forms, and operations documents created by MoDOT staff. Records are shared with the railroad companies to ensure they are compliant with state and federal regulations 49 CFR 213 Track Safety Standards, 49 CFR 217 Railroad Operating Rules, 49 CFR 218 Railroad Operating Practices and 49 CFR 214 Railroad Workplace Safety.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: See Infrastructure Project File 23749 for projects related railroad crossing work and inspections.

DISPOSITION ACTION: Destroy

SERIES: 23729

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Multi-Modal Operations

Sub-Section:

TITLE: Railroad Crossing Projects Records

CUTOFF: Closure of crossing

DESCRIPTION: Railroad crossing projects, includes, but is not limited to plans, construction records, permission to do work on the railroad right of way, funding agreements, and agreement of who maintains the crossing and its features. Projects may be programmed as a safety improvement or an improvement to road for roadway alignment or capacity. The work is performed by the railroad company.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23726

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: State and Federal Rail Inspection Records

CUTOFF: End of state fiscal year

DESCRIPTION: Rail inspections performed by MoDOT per 49 CFR part 213 Track Safety Standards. Includes, but is not limited to railroad track violation reports, inspection forms, accident reports and investigations.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: See Infrastructure Project File 23749 for project related railroad crossing work and inspections.

DISPOSITION ACTION: Destroy

SERIES: 23728

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Waterways Capital Projects Records

CUTOFF: Life of asset

DESCRIPTION: Waterways capital project files; including, but not limited to documents pertaining to ports, docks, warehouse and rail. The records document the use of state funds and ongoing facility uses. Funds for these projects can only be spent on public ports that are authorized by Chapter 68 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23710

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011